University of Rhode Island
Controller’s Office
Controller’s Financial Administration Meeting
October 31, 2018
• Bank of America issue
• State Internal Audit – November 2018 – performance audit of internal payroll
• IRS Audit - September 2018 -
• Reminder: All Agreements and Contracts must be reviewed by URI Legal prior to approval.
• Agreements and/or contracts should be sent to the attention of Patricia Foster at paf@uri.edu in Word document form
• Please give plenty of time for legal review (at least 2 weeks)
• Authorized signers can be found on the Controller’s Office Policies & Procedures webpage:
  – URI Approved Signature Authority
FY18 AUDITED FINANCIAL STATEMENTS

- FY18 Financial Statements pending review and approval from Office of Postsecondary Council scheduled on November 8, 2018
- The audited financial statements were completed on time
- Audited Financial Statements will be available on the Controller’s website after review and approval from the Council
- A-133 Single Audit due November 30th
- NCAA “Agreed Upon Procedures” is currently in process

Thank you everyone for your hard work and dedication!
Financial Reporting
Cindy Mace Associate Controller
GASB # 87 - LEASES

• Fundamentally change lease recognition, measurement and related disclosures for government entities
• Leases that extend beyond 12 months will have a balance sheet impact on both the lessee and lessor
• Examples of current operating leases at URI that could be impacted:
  – Copier Leases
  – Vehicle Leases
  – Real Estate Leases (Independence Square)
• Effective FY2020
• How can the departments help?
UNRELATED BUSINESS INCOME (TAX) UBIT

- An activity that is an unrelated to tax-exempt purpose of the organization
- Examples of UBIT at URI:
  - Summer Sports camps
  - Fitness Memberships to general public
  - Rams Zone Arena Gift Shop (not books)
  - Catering Services to general public
  - Concerts and Family Shows at Ryan Center
  - Boss Arena – rental of use of facility
  - Department providing services to external company
  - Sponsorships
- Unrelated Business Income (UBI) Questionnaire and Certification FY18
- 990T – Tax Return to be completed by URI
MISCELLANEOUS BILLING AND RECEIVING

– The Accounts Receivable Office is available to assist all URI departments with invoicing and collecting their miscellaneous departmental accounts receivable.

– Miscellaneous receivables include all monies owed to any URI department by another Rhode Island State agency or non-URI entity that is not considered sponsored research.

– Contact: Dave Gentile david_gentile@uri.edu

– 401-874-5293
HUMAN RESOURCES

Laura Kenerson
Director of Human Resources
Tracey Angell, Director of Purchasing

College Requisition

Request for Proposal

Consultants vs Independent Contractor

LVPO and IVPO

Purchase Order

Master Price Agreements

Purchasing

Planning

Transparency

Fair Competition

Accountability

Efficiency

Quality

Cost

Compliance
F&A RATE UPDATE

• F&A rate proposal package submitted December 2017
• Preliminary review questions – Oct 2018
• Site Visit some time in Nov 2018
• Some departments impacted – will notify once it is known
• Once approved rates approved, new rates will be prospective and will go a few years into future

F&A RATE - PROPOSED

<table>
<thead>
<tr>
<th>Rate Component</th>
<th>FY 16 Base Year Proposed</th>
<th>FY 09/Current Negotiated</th>
<th>FY 09 Rate Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Depreciation - Buildings and improvements</td>
<td>5.52%</td>
<td>3.00%</td>
<td>3.78%</td>
</tr>
<tr>
<td>2. Depreciation - Equipment</td>
<td>1.99%</td>
<td>1.00%</td>
<td>1.20%</td>
</tr>
<tr>
<td>3. Operation &amp; Maintenance</td>
<td>22.10%</td>
<td>22.30%</td>
<td>23.48%</td>
</tr>
<tr>
<td>4. Interest</td>
<td>0.04%</td>
<td>0.20%</td>
<td>0.19%</td>
</tr>
<tr>
<td>5. Library</td>
<td>3.25%</td>
<td>1.00%</td>
<td>1.04%</td>
</tr>
<tr>
<td>6. General Administration</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>7. Departmental Administration</td>
<td>26.00%</td>
<td>26.00%</td>
<td>26.00%</td>
</tr>
<tr>
<td>8. Sponsored Projects Administration</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>9. Utility Cost Adjustment</td>
<td>1.30%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>On-Campus Rate</td>
<td>60.16%</td>
<td>53.50%</td>
<td>55.69%</td>
</tr>
</tbody>
</table>
• Indirect Prorates:
  – New prorate allocation formula approved by President in October – retroactive back to 7/1/18
  – Rate review and PeopleSoft calculations update underway
  – Changes to rates may affect the following:
    • SPA Administration
    • Research Utilities and Insurance
    • Provost
    • VP Research
    • Dean/College/Department
COST TRANSFERS

• URI Policy “Cost Transfers”; last updated 7/31/18. See Controller’s Website

• What applies?
  – cost transfer = moving an expenditure from one project/account to another whereby the correction is 90 days or more from the date of the original transaction

• Key policy requirements:
  – correction documentation must include a reason for the correction/transfer, remedy for future prevention, supporting calculations
  – must be approved by department, OSP, payroll (if payroll), a/p for non payroll transfers

• For payroll, if payroll in question has already been certified, then another correction is not permitted
SINGLE AUDIT
(FORMERLY CALLED A-133)

- Report for federal expenditures in the fiscal year by CFDA number
- Annual requirements subject to audit
- Auditors (O’Connor and Drew) are currently reviewing
- Issue date in November 2018 – posted on Controller’s website
PS BILLING AND RECEIVABLES

http://web.uri.edu/controller/faq-billing-reporting/

- Goal is to issue invoices within 30 days of month end close
- Cost reimbursable (CR) means invoices based on costs recorded in PeopleSoft for the grant
- Fixed price (FP) means invoices based on an agreed amount
- Fixed price- CR means invoices based on an agreed amount but refund is due to sponsor if entire amount not spent
- Invoices issued (date process run and $$ amount) in grants portal (see below)
- Avoid late transactions (anything beyond 30 day close out period) or seek no cost extension
## Example of Sponsored & Cost Accounting’s Internal Timelines Affecting Project Close-Outs

<table>
<thead>
<tr>
<th>Project end date</th>
<th>Budget definitions end date</th>
<th>January grants close completed</th>
<th>Final invoice to be generated by S&amp;CA</th>
<th>Cash to be received on final invoice</th>
<th>SF-425 Federal Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Transactions posted month following project end date for final payroll, encumbrances, etc.</td>
<td>F&amp;A is posted to project for January transactions</td>
<td>After close is completed, the expenditure data is summarized by invoice and sent to agency with any requested supporting documentation</td>
<td>Typical cash receipt terms are net 30 days; letter of credit draw is normally completed within 15 days of billing cycle</td>
<td>Per SF-425 instructions, final SF-425 forms are due 90 days after the project/grant end date</td>
</tr>
<tr>
<td>End date +</td>
<td>30 days</td>
<td>40 days</td>
<td>45 days</td>
<td>75 days</td>
<td>90 days</td>
</tr>
</tbody>
</table>
QUESTIONS?

Grants Portal – Call me for training
Michele Wood mgwood@uri.edu 874-2353
• v9.2 Upgrade and Travel Module
• On line training on Controller’s website
UPDATES TO TRAVEL POLICY

• Effective 8/1/18, the State Per Diem Allowance has been increased from $30/day to $50/day
• Arrival and Departure criteria for first and last days of travel remains the same
  • First day of travel - departure time prior to noon = $50/day
  • First day of travel – departure time after noon = $25/day
  • Last day of travel – arrival time after noon = $50/day
  • Last day of travel – arrival time prior to noon = $25/day

• New Travel Policy should be posted soon!
TRAVEL AUTHORIZATIONS AND EXPENSE REPORT QUERIES

• Reminder – review queries to identify the following:
  – Travel Authorizations in place for which travel end dates have passed to follow up on the submittal of the Expense Report
  – Expense Report that are pending or in process for which travel dates are in the past
  – Unassigned Wallet Transactions to remind traveler to start their Expense Report

• Travel Authorizations
• U_FEX_DEPARTMENTAL_TRAVEL
• Expense Reports
• U_FEX_ER_BY_DEPT
• Wallet Transactions
• U_FEX_MYWALL_VW_UNASN
OTHER UPDATES

• Wendy Asting retirement – should have replacement soon
• Vendor is now Supplier Maintenance
• Independent Contractor vs Employee
• Invoice Vouchers cannot be used to pay for services
PAYROLL

Jim Cacciola, Assistant Controller
TIME CARD APPROVALS

• Assign adequate approvers and delegates to provide coverage, esp. during holiday weeks

• HOURS NOT SUBMITTED TIMELY? – may treat all as vacation!

• ACCURATE SUBMISSION OF HOURS
  – Hours worked must be reported and approved based on actual hours worked – do not try to correct prior period payroll adjustments in the current pay period

• Please– make sure you are approving student hours timely – adjustments take a significant amount of time to process
W-2 REMINDER AND DIRECT DEPOSIT

• W-2
  – All W-2’s will be mailed again this year to the official address on file. Make sure addresses are updated both in PeopleSoft and at the State
  – Separate W-2’s for State payroll and Internal payroll

• Direct Deposit
  – State Payroll – Direct Deposit Required
  – Internal Payroll – Highly recommended and Strongly encouraged – (currently)
JOB DATA/DISTRIBUTION DATA

• Ongoing problems with errors and omissions to jobs entered into PeopleSoft
  – Job Codes
  – Position Numbers & Levels (Graduate Assistants)
  – Changes in hourly rates (Students)
  – Appointment Level Department Budget Tables

• CANNOT CHANGE DATA ONCE A JOB IS ESTABLISHED AND ONE PAYMENT HAS BEEN MADE TO THAT JOB

• Changes to Contracts? URI Payroll In-House Request for Contract Change required:
  – contract_changes@etal.uri.edu
PeopleSoft
Financials

Dave Hansen, Associate Director
PEOPLESOFT 9.2 UPGRADED – NOW WHAT?

• Thanks to all those that assisted!
• Stabilize Production
• Clean up Security – Menu Paths
• Learn new functionality and where URI can utilize
### Budgets Overview – Helpful Hint

#### Budget Type
- **Business Unit**: [URIPS]
- **Ledger Group**: SetLedger Group:
- **Ledger Group**: ORG_DTL

#### Time Span
- **Type of Calendar**: Detail Budget Period

#### Budget Criteria

<table>
<thead>
<tr>
<th>Select</th>
<th>Ledger Group</th>
<th>Calendar ID</th>
<th>From Budget Period</th>
<th>To Budget Period</th>
<th>Include Adjustment Period(s)</th>
<th>Include Closing Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td>ORG_DTL</td>
<td>YR</td>
<td>FY2019</td>
<td>FY2019</td>
<td>✗</td>
<td>✅</td>
</tr>
</tbody>
</table>

#### ChartField Criteria

<table>
<thead>
<tr>
<th>ChartField</th>
<th>ChartField From Value</th>
<th>ChartField To Value</th>
<th>Info</th>
<th>ChartField Value Set</th>
<th>Update/Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>%</td>
<td>%</td>
<td></td>
<td></td>
<td>Update/Add</td>
</tr>
<tr>
<td>Dept</td>
<td>4001</td>
<td>4001</td>
<td></td>
<td></td>
<td>Update/Add</td>
</tr>
<tr>
<td>Fund</td>
<td>%</td>
<td>%</td>
<td></td>
<td></td>
<td>Update/Add</td>
</tr>
<tr>
<td>Program</td>
<td>%</td>
<td>%</td>
<td></td>
<td></td>
<td>Update/Add</td>
</tr>
</tbody>
</table>

#### Budget Status
- Open
- Closed
- Hold
Results too wide for printing and you don’t need all of the fields in your results set.
Do not use Auto Fill Menu as the selection from this menu is inconsistent depending on your browser.
Select Location within this Search page by Clicking on it.
Questions?